

# Millard County 4-H Livestock & Horse Coordinator

## **Position Summary**

Provide leadership for the 4-H Extension Livestock program. This is a youth development position, which utilizes 4-H programming to help the youth of Millard County develop life skills. Pay is \$10.39 starting and follows Millard County's step and grade. The employee will work an average of 10 hours weekly with summer hours up to 29. Yearly hours are not to exceed 520.

## **Supervision Received**

Works under the general supervision of the County USU Extension Agricultural staff.

## **Essential Functions**

Provide leadership for 4-H Extension programs. This is a youth development position that utilizes 4-H programming to help youth develop life skills, leadership experiences, and service in Millard County. Duties include but are not limited to:

- 1. Youth registration for:**
  - a. Data on whom we are serving and/or working with.
  - b. Coverage through USU insurance. Work with Staff Assistant to obtain additional insurance through American Life Insurance when needed.
  
- 2. Tagging:**
  - a. Ensure registration and training of youth leaders, if you have any, through 4h.zsuite.org for maintenance of youth safety.
  - b. Ensure youth have a knowledgeable adult volunteer leader if you have one.
  - c. Hold tagging day(s) to prepare for event(s).
  - d. Ensure that proper animal is tagged for event(s).
  
- 3. Assist with Clinics, Camps & Clubs:**
  - a. Teaches youth how to take care of their animal(s).
  - b. Prepare youth participants for the Livestock Show  
- or disseminate information to club leaders relating to livestock topics
  
- 4. Help Millard County Livestock Show by:**
  - a. Collecting Livestock Show entry forms
  - b. Attend livestock board meetings
  - b. Assisting with setup on entry day of Livestock Show.  
- Run County livestock judging contests.
  - c. Receiving Portfolio entries and give to judges.
  - d. Find individuals to judge portfolios.
  - f. Obtaining gifts for Portfolio winners or providing cost estimate to supervisor for the purchase of prizes for winners.
  
- 5. Horse**
  - a. Facilitate & oversee 4-Horse program, including the horse show at the Millard County Fair.
  - b. Coordinate various 4-H horse volunteers, clubs, events and programs.
  - c. Attend horse council meetings.

\*This job requires some night and weekend hours with state travel in county vehicle for youth events.

## **MINIMUM QUALIFICATIONS**

### 1. Education and Experience:

A. Graduation from high school or equivalent;

AND

B. One (1) year of responsible experience performing above and related duties.

OR

C. An equivalent combination of education and experience.

### 2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** livestock, general office procedures and methods, basic bookkeeping and accounting, English, spelling, grammar, and punctuation; various software applications utilized in word processing, desktop publishing, etc.; computerized art layout and design related to bulletins, announcements, advertisements, etc. Knowledge of telephone etiquette and methods of dealing with the public professionally; purpose and goals of 4-H programs; the operation of computer and related technical equipment; maintain training in agricultural education as needed.

**Ability to** operate standard office equipment such as a personal computer, keyboard, copy machine, calculator, electronic mailing equipment; etc.; follow verbal and written instructions; organize, develop, and maintain filing and other record-keeping systems; perform under the stress of time deadlines, communicate effectively, verbally and in writing; frequent changes in programs and seasonal demands; establish and maintain effective working relations with fellow employees and the public.

### 3. Special Qualifications:

Must possess a valid Utah Driver's License with a good driving record and pass a background check.

### 4. Work Environment:

Tasks require a variety of physical activities, occasionally involving muscular strain related to walking, standing, stooping, sitting, reaching, and some lifting. Mental application utilizes memory for details, emotional stability, discriminating thinking, and some creative problem-solving. Exposure to elements and livestock. Periodic local travel may be required in the normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I, \_\_\_\_\_, have reviewed the above job description.

Date: \_\_\_\_\_